

Guidelines on Tea Waste Auction

A. General:

- The definition of 'Tea Waste' has been stipulated in the Tea Waste (Control) Order 1959.
- Manner of Disposal of 'Tea Waste' by the Tea Waste Seller has been mentioned in the Tea Waste (Control) Order 1959.
- E-Auction for 'Tea Waste' is a web based application and there is no concept of specific e-Auction Centre.
- It is a PAN India Auction
- Sale of 'Tea Waste' by the Tea Waste Seller is required to be made either through auction route or non-auction route.
- It is mandatory for the Tea Waste Seller to upload the 'Tea Waste' information in the e-auction platform of Tea Board either for the purpose of sale or for the purpose of conversion into Compost' or for destruction by burning.

B. Definition:

- 'Administrator' in relation to Tea Waste (Auction/Non-Auction) means Licensing Authority of Tea Board as stipulated in the Tea Waste (Control) Order 1959 and/or any Officers of Tea Board authorized by the concerned Licensing Authority.
- 'Tea Waste Seller' means Tea Factory, Tea Warehouse, Tea Blending and Tea Packaging unit etc. who have obtained license from Tea Board under the provision of the Tea Waste (Control) Order 1959.
- 'Tea Waste Buyer' means Instant Tea Manufacturer, Caffeine Manufacturer, Bio-Nutrient and Bio-Fertilizer manufacturer etc. who have obtained license from Tea Board under the provision of the Tea Waste (Control) Order 1959.
- 'Owner of Tea Waste Seller' means the firm/company etc. who owns the licensed tea factory/tea warehouse/tea blending and packaging unit etc.
- 'Owner of Tea Waste Buyer' means the owner of licensed Instant Tea Manufacturer/Caffeine Manufacturer/ Bio-Nutrient and Bio-Fertilizer Manufacturer.
- 'Lot' means number of packages identified by any identification number/specification. One 'lot of Tea Waste' may contain any number of packages subject to the condition that the net quantity and quality of tea waste in each such packages shall be the same.

C. Guidelines / Responsibilities of the Tea Waste Administrator:

- Maintenance of 'User's Masters'.
- Addition and/or modification of 'Users of Tea Waste' viz. Seller of Tea Waste, Buyer of Tea Waste, Owner of Seller of Tea Waste, Owner of Buyer of Tea Waste etc.
- **Sale/Purchase of Tea Waste through 'e-Auction Route' is deemed to be permission granted by the 'Licensing Authority of Tea Waste'.**
- Grant / permission for withdrawal of Tea Waste from the 'Auction Catalogue' on the basis of request of tea waste seller recorded in the electronic platform time to time.

- Follow up action and monitoring the activities of conversion of Tea Waste into compost or destruction by burning in presence of Tea Board's authorized Officers time to time.

D. Guidelines / Responsibilities of Sellers:

D 1: All the Licensed Tea Waste Sellers are required to upload their Tea Waste information **mandatorily** in the web-based electronic platform of Tea Board for disposal.

D 2: Tea Waste Sellers are eligible to withdraw Tea Waste from the e-Auction platform time to time only for the purpose of private sale (sale through non-auction route) and/or for the purpose of compost at their level in presence of Tea Board or for the purpose of destruction by burning.

D 3: Required pre-auction activities by the Tea Waste Sellers:

- Tea Waste shall be packed in any type of packages with inner liner.
- Any number of packages with uniformity in quality and quantity of Tea Waste in each of such packages can be treated as a '**lot**'.
- Tea Waste shall be stored in a separate place where tea is not stored.
- It is mandatory for the Tea Waste Seller to upload their Tea Waste information when the volume of Tea Waste generated is at least 250 Kgs or any quantity available during three consecutive months which ever is lower.
- However, if the availability during three consecutive months is less than 250 kgs, Tea Waste Seller is require to upload the said quantum in the 'Tea Waste Auction Catalogue' and may be allowed to withdraw it for compost purpose in case there is no buyer for it.
- The information which is uploaded has been stipulated in the platform of e-Auction for Tea Waste and may be modified time to time by the Licensing Authority, if required.
- The uploading of Tea Waste information in the e-Auction platform can be done on any working day from 9 AM to 6 PM by the Tea Waste Seller and/or owner of Tea Waste Seller.
- After uploading the information, Tea Waste Seller is to view the 'e-Auction Catalogue' on daily basis to ensure whether any request for Tea Waste sample has been made by any Tea Waste Buyer.
- If request for tea waste sample is made by any Tea Waste Buyer in the e-Auction platform, the Tea Waste Seller is required to forward Tea Waste sample of 100gm to the concerned Tea Waste Buyer within two working days.
- Another sample of 100gm in a packet duly sealed and signed is also required to be forwarded to the concerned sub-regional Offices of Tea Board. This sample will be used only in case of any dispute arises.
- Tea Waste Seller is to ensure that once the lot is uploaded in the system, the Tea Waste in respect of the said lot is ready for sale in respect of packaging standard, uniformity in the quality of tea waste and uniformity in the net weight of tea waste in any package.
- Net weight of Tea Waste in each package, serial no. of each package along with the lot number shall be mentioned on the outer side of each package of Tea Waste.
- The Seller or Owner of Tea Waste is eligible to upload their Tea Waste information in 'Electronic Catalogue' directly.

- **The lot size and package size shall be based on the quantum of Tea Waste available for sale through e-Auction platform.** Only condition is that the **net content of tea waste in each package of any lot shall be same.**

D 4. Guidelines / Responsibilities of the Owner of Tea Waste Seller

- In case 'Tea Waste Seller' is unable to upload their required information, the same may be uploaded by the owner of the Tea Waste Seller.
- If 'Tea Waste Seller' is unable to undertake the activities in the 'e-Auction Catalogue', the same activities can be undertaken by the owner of the seller.
- In case of Seller is unable to accept the bids (knocking down facilities) in respect of Tea Waste, the owner of the Tea Waste Seller shall undertake such activities.

E. Guidelines / Responsibilities of the Buyer/Owner of Buyer

- Tea Waste Buyer shall view the 'e-Auction Catalogue' for Tea Waste on a regular basis.
- Buyer is required to submit request in the e-Auction platform for 'sample of Tea Waste' with an indicated price required to be paid by him.
- 'Buyer of Tea Waste' shall submit bid price and quantity to be purchased from any lot of any 'Tea Waste Seller' only after 15/30 days from the date of uploading the information by any Tea Waste Seller.
- The quality of 'Tea Waste' is to be assessed by the Tea Waste Buyer at his cost after receipt of the sample from the concerned sellers.
- Either 'Tea Waste Buyer' or Owner of Tea Waste Buyer can submit request for sample, bid price and the quantity of Tea Waste required to be purchased out of the total Tea Waste available at any time of any sellers.

F. Required Auction and post-Auction activities:

- Any Tea Waste Seller intending to distribute Tea Waste sample freely to any Tea Waste Buyer, he can do so by indicating price of sample as (zero) against buyers request for the Tea Waste sample.
- Tea Waste sample shall be distributed in a shield cover indicating the 'Identification Number (Lot Number)' of the Tea Waste uploaded in the Electronic Platform along with the sellers name and 'Tea Waste License Number' of the seller obtained from Tea Board under the provision of Tea Waste Control Order 1959.
- There shall not be any 'price' and/or 'dispatch charges' of Tea Waste sample being sent to the regional/sub-regional offices of Tea Board since such sample is to be used for any dispute settlement.
- Standard of package for the purpose of packing 'Tea Waste' by seller will be stipulated by Tea Board as and when required.
- Auction will, initially, be held in two separate sessions on any working day.
- The first session will start from 10 A.M. of each working day and will continue up to 1 P.M. (3 hours duration).
- The second session of any working day will start from 2 P.M. and will continue up to 5 P.M. (3 hours duration).
- Buyers/Owners of Buyer would enter the bids (price and quantity) during any bidding session for whichever lot of the Tea Waste Auction Catalogue they are interested in.
- Buyer/Owner of Buyer can revise his bid (price and quantity) may times during this bidding session.

- Buyers bid entered during any session shall be carried forward to the next session if the said buyers bid have not been accepted by the Tea Waste seller between the time of two consecutive sessions.
- Buyers have the option to modify their bid price and bid quantity at any time during any session before it is accepted by the Tea Waste sellers.
- **Anonymity of Buyers is maintained during the bidding session**
- **Tea Waste Sellers can accept the bid price and bid quantity of any Tea Waste Buyers before 10 A.M. of any working day and/or during 1 P.M to 2 P.M. as well as after 5 P.M of any working day.**
- **Tea Waste Sellers can accept the bid price and bid quantity of one Tea Waste Buyer and/or can accept the bid prices with different bid quantities of more than one Tea Waste Buyers for any Lot**
- **Tea Waste Buyer can view the acceptance of his bid by seller through his Deal Book.**
- The Sales Tax/ VAT being levied at present, for sale of tea waste will continue to be levied either on Auction Sale or on Private Sale.

G. Dispute Settlement Mechanism:

- Any dispute arising due to the quality difference, payment default, packaging quality etc., the same should be brought to the notice of the Tea Board's sub-regional offices considering the location of the concerned Tea Waste Seller.
- **Dispute, arising due to the tea waste quality difference, shall be brought to the notice of the Tea Board's sub-regional offices of the concerned Tea Waste Seller at the time of taking delivery from the storage place of Tea Waste Seller**
- **Dispute, arising due to the packaging quality, shall be brought to the notice of the Tea Board's sub-regional offices of the concerned Tea Waste Seller within Twenty Four working hours from the time of taking delivery from the storage place of Tea Waste Seller**
- **Dispute, arising due to the payment default, shall be brought to the notice of the Tea Board's sub-regional offices of the concerned Tea Waste Seller within Thirty Working days from the date of delivery of Bill by the Tea Waste Seller**
- The authorized Officer of Tea Board, after examining the issue is required to take a decision and the decision is required to communicate to the concerned seller and buyer within 15 days from the receipt of the complaint.
- In case Tea Waste Seller/Tea Waste Buyer is not satisfied with the decision of the sub-regional offices of Tea Board, the same may be brought to the notice of Licensing Authority of Tea Board viz. Deputy Chairman / Executive Director, Guwahati / Executive Director, Coonoor considering the location of the concerned Tea Waste Seller. The decision is required to communicate to the concerned seller and buyer within 15 days from the receipt of the complaint.
- Tea Waste Seller/ Tea Waste Buyer is, also, allowed to take up the matter with Chairman, Tea Board subsequently and the decision of Chairman will be binding on both the parties.